

July 1, 2004

TO: Apprenticeship Program Sponsors Receiving State Funds

FROM: Ron Shertzer, Program Manager, Office of Apprenticeship and Applied Sciences

SUBJECT: Annual Report for Fiscal Year 2003-2004. Due August 20, 2004

This memo applies to apprenticeship program sponsors who received State Apprenticeship Improvement Funds during Fiscal Year 2003-2004 (July 2003 through June 2004).

Your annual report is due in accordance with the Rules and Regulations for Arkansas' Traditional Apprenticeship Programs, Section, XII.A. - "Sponsors/LEAs will submit an annual report detailing the number of apprentices trained and the associated expenditures for each training program . . . no later than August 1" To comply, we request that you use the report format that is attached. If you had several funded programs last fiscal year, then submit a report for each funded program (or approved application); duplicate the report format as needed.

Please keep in mind that we'll use this report to collect important information from you. We will use it in turn to justify to the State Legislature the "continuation of program improvement funds." It is very important for you to tell us (that is, this office and the Arkansas Apprenticeship Coordination Steering Committee or the AACSC) how the funds you received improved your program and apprentices.

Please mail your annual report to "State Apprenticeship Office, Department of Workforce Education, #3 Capitol Mall, Little Rock, AR 72201-1083." If we don't receive this report, this office and the AACSC may not approve your new application(s) for funding. We suggest that you mail your Application and Annual Report together to arrive at this address no later than August 20, 2004.

Thanks for your help, thoroughness and timely return of your report. If you have questions, please contact our staff members via email at janet.robinson@arkansas.gov, telephone at 501/682-1360, or facsimile at 501/682-1355.

(501/682-1360)

Atch: Traditional Apprenticeship Annual Report for FY2003-2004.

pc: Members, Arkansas Apprenticeship Coordination Steering Committee
Members, State Plumbing Apprenticeship and State Electrical Apprenticeship
Committees

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